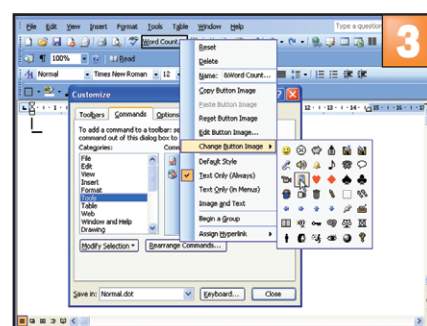
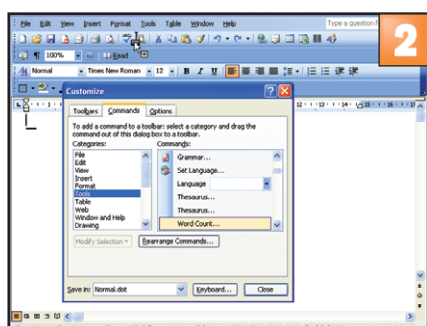
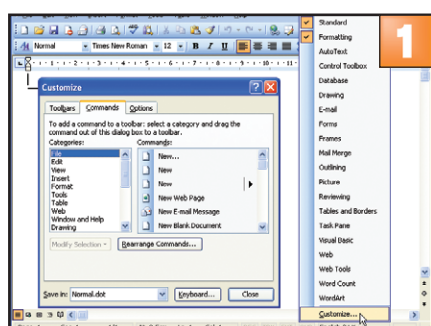




HOW TO... Customise toolbars

Every job has the perfect tool, but sometimes you'll find the toolbars in Windows programs don't include all the features you use regularly. Xavier Cortez shows you how to modify a toolbar to make your jobs easier



Toolbar buttons are great timesavers when you want to open, save, print, spellcheck or perform any regularly used task without delving into the menus. But everyone has their own way of doing things and will have a different set of features that they turn to on a regular basis. For example, the word count feature in Microsoft Word sees a lot of use in the *Shopper* office, but without a dedicated toolbar button or a keyboard short cut, clicking Tools and navigating down to Word Count can get quite tedious. Luckily, you can customise the toolbar. This is possible in a wide range of applications, including the Microsoft Office and Ability Office suites, Paint Shop Pro and others.

1 Right-click any of the toolbars to see the list of all the available toolbar types. Click to switch on those that you want to edit, then select Customise from the bottom of the list to open the Customise dialog box.

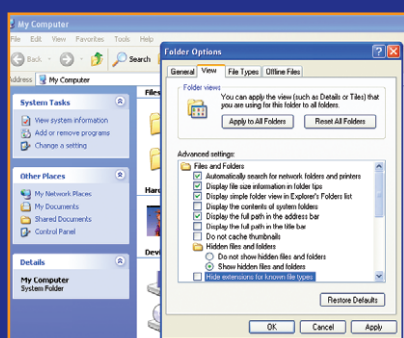
2 Click the Commands tab and you'll find a list of commands organised into categories as they appear in the menus. We want the Word Count command, which is under Tools. To add the command to a toolbar, simply click on its name and drag it to its desired place on the toolbar. You can remove one just as easily by clicking and dragging it off the toolbar.

3 The Word Count command doesn't have an icon, so Word Count now appears next to our Spelling and Grammar icon. This isn't disastrous, but it would be nicer to have an icon instead. Microsoft Office applications allow you to assign and even create your own icons for each toolbar button. Right-click the button that you have created and then click Change Button Image and select a suitable image from the choices that are available. If none of these takes your fancy, you can select Edit Button Image to alter or create one from scratch. Finally, you should right-click the button again and select Default Style so that just the icon is shown. **ES**

HINTS & TIPS WINDOWS

HOW TO... View file extensions

All Windows files use a short suffix called a file extension to define which type of file they are. The extension consists of a full stop, usually followed by three letters. So for example, Word documents end with .doc, JPEG images end with .jpg, programs end with .exe and so on. However, by default, Windows hides these extensions from view. This makes filenames look neater and friendlier. However, there will be times when it's useful to know what the file type is, particularly if you're dealing with various types of image or audio file that may all use the same icon. To view a file extension, simply double-click My Computer to open it, click the Tools menu and select Folder Options. Click the View tab and untick the 'Hide extensions for known file types' option.



HINTS & TIPS WORD

HOW TO... Customise the AutoCorrect function

Word's AutoCorrect function is a neat timesaver; it converts mistakes such as 'teh' to 'the' automatically as you type. However, some of these corrections may be less desirable than others. For example, converting web addresses into hyperlinks has its uses, but if your documents are to be printed, blue underlined text doesn't look particularly neat. It is possible to undo automatic corrections simply by typing Ctrl-Z, but AutoCorrect can be customised exactly to your liking. Click Tools, AutoCorrect Options and select the tab marked AutoFormat As You Type. Here, you can untick the 'Internet and network paths with hyperlinks' option. On the AutoCorrect tab, you'll find a full list of characters and misspelled words and what they are corrected to, along with the ability to add and remove entries using the Add and Delete buttons.

